

# REGISTERED APPRENTICESHIP PROGRAMS

Registered Apprenticeship Programs (RAPs) are innovative work-based earn-and-learn models that combine on-the-job learning with related technical instruction. Features of RAP, including flexibility, opportunities for immediate wages, and emphasis on partnerships, make it an effective strategy for the workforce system. Registered apprenticeships provide opportunities for jobseekers because they provide immediate employment and offer advancement along a career path.

The U.S. Registered Apprenticeship System is authorized through the National Apprenticeship Act of 1937 (also known as the Fitzgerald Act). The U.S. DOL Office of Apprenticeship is responsible for registering apprenticeship programs that meet Federal, issuing certificates of completion to apprentices, encouraging the development of new programs, protecting the safety and welfare of apprentices, and assuring that all programs provide high quality training. The most current contact information for South Dakota's Office of Apprenticeship State Director can be found at:

[www.doleta.gov/OA/stateoffices.cfm](http://www.doleta.gov/OA/stateoffices.cfm).

## BACKGROUND

In 2016, DLR received ApprenticeshipUSA State Accelerator and Expansion grants to strengthen registered apprenticeship efforts by expanding the industry sectors and range of occupations involved and increasing the number of registered apprentices. DLR grant strategies include:

- Build upon existing sector partnerships to expand RAP opportunities by emphasizing work-based training that meets the needs of existing and emerging South Dakota industries and workers.
- Increase awareness of opportunities specifically to under-represented populations including, people of color, and people with disabilities, and veterans.
- Conduct outreach to businesses and industry intermediaries to participate in building both the local sector partnerships and the statewide network of Registered Apprenticeships.
- Integrate registered apprenticeships throughout the state's workforce, education and economic development systems.

### ***DLR Roles and Responsibilities***

At a minimum, Job Service staff will:

- Provide job seekers with information on RAP opportunities, including overall benefits of pursuing RAP and career pathways associated with such programs.
- Enroll apprentices served by the grants in WIOA Title I, Title III, and APR in SDWORKS.
- Conduct outreach to employers to inform and engage them in RAP.
- Engage industry intermediaries and sector partners in discussion and identification of RAP opportunities.
- Conduct outreach to existing RAP programs to identify and address hiring and training needs.
- Host hiring events to recruit and screen potential applicants for RAP opportunities
- Provide businesses with information on WIOA training-related and support services that may be available for their prospective apprentice.
- Conduct outreach to non-RAP programs to provide information regarding the value of registering their programs. Assist employers in the RAP development and registration process, including bringing together partner agencies and resources to assist with activities such as identifying competencies, identifying career pathways, developing training curriculum, etc.

## PARTNER PROGRAMS

### ***WIOA Title I Work-Based Training Strategy***

There are a number of ways that WIOA Title I funds can support the components of RAP for Adults, Dislocated Workers, and Youth:

- Individual Training Accounts (ITAs) – ITAs can be used to fund the related instruction component of the RAP for eligible apprentices. ITAs can also fund pre- apprenticeship training if the sponsor is on the ETPL.
- On-the-Job Training (OJT) – In certain circumstances, up to 50% of the apprentices' wages may be reimbursed by WIOA funds.
- Customized Training – RAP sponsors and apprentices can be supported through customized training agreements.
- Incumbent Worker Funds – Adult or Dislocated Worker incumbent worker training funds may be used to provide training to a cohort of apprentices.
- Supportive Services – WIOA funds can support a variety of supportive services for apprentices, including annual dues, registration fees, books, supplies, childcare, transportation, tools, and uniforms.

### ***Registered Apprenticeship in the Trade Adjustment Assistance (TAA) Program***

In addition to WIOA programs, RAPs are an allowable type of employer-based training that may be approved for a worker covered by a certification of group eligibility for the TAA program. Refer to [Trade Adjustment Assistance \(TAA\) Policy 5.40](#).

### ***Eligible Training Provider List***

Under WIOA, RAP sponsors are automatically eligible for placement on the Eligible Training Provider List (ETPL). All RAPs can opt-in to be included on the ETPL and will remain on the list as long as the program is registered or until the sponsor informs DLR that they no longer want to be on the list. New RAPs are automatically informed of the ETPL opportunity at the time of registration, by the U.S. DOL Office of Apprenticeship. The ETPL pertains only to the RTI component of a RAP.

## ON-THE-JOB LEARNING INVESTMENT

Employers providing OJL through a Registered Apprenticeship Program may be eligible to receive funding by registering an apprentice. The funding is available from January 1, 2021 through June 30, 2022, unless the funds are depleted earlier.

An *Existing Employee* is defined as an employee with six-months of consecutive employment at the respective business. After completing the first 90-day in the apprenticeship, the employer will receive **\$500.00**.

A *New Employee* is defined as an employee with less than six months of consecutive employment at the respective business. After completing the first 90-day in the apprenticeship, the employer will receive **\$1,000.00**.

### ***OJL Documentation***

A participant's case file must include a copy of the apprenticeship agreement (ETA-671) with the sponsor, in addition to any other documentation required by the WIOA program. A case note should also be entered with information about their RAP.

**Businesses** are strongly encourage to be on the ETPL (See Eligible Training Providers Policy 4.10) Employers must be willing to cooperate with DLR by:

- Providing documentation of the RAP components; On-the-Job learning outline, wage schedule, etc.
- Provide verification of apprentice hire date, such as an I-9 Authorization to Work Verification or a letter using verification letter.
- Complete the Conditions and Assurances ([Form 10A](#))
- Complete the Provider Payment Authorization ([Form 70](#))

- Complete Registered Apprenticeship Program Provider ([Form 55](#))
- Complete the Registered Apprentice Program On-the-Job Learning Plan Agreement ([Form 51](#))

Payment to the business will be released after the apprentice has received 90 days of training, which is verified through the ETA 671, which can be located in the U.S. DOL Office of Apprenticeship RAPIDS database.

Any **individual** referred by a business is eligible to participate but must be willing to work with DLR to:

- Provide verification of authorization to work and demographic information.
- Complete basic assessments (See [Assessments](#) Policy 4.9)
- Establish an Employment Plan (See [Employment Plan](#) Policy 4.11)
- Conditions and Assurances ([Form 10A](#))
- Registered Apprentice Program On-the-Job Learning Plan Agreement ([Form 51](#))

## MONITORING

Job Service staff will continue to provide on-going assistance to the apprentice and worksite throughout the Registered Apprenticeship program. Monitors must be completed for any type of training that is beyond 30 days. Monitoring of progress must be done on a monthly basis using the **RAP Training Progress Report** ([Form 53](#)) and receipt of any attendance or paystub documentation if applicable. Upload the completed Monitor into the document section of SDWORKS. If appropriate, include a measurable skills gain according to the [Performance](#) Policy 6.3

## ADDITIONAL RESOURCES

StartTodaySD.com

Apprenticeship.gov